

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
1400-430 (HR-220)P

September 5, 2003

EMS TRANSMISSION
Information Bulletin No. HR-2003-078

To: BC, HR, NI, and ST Center Directors, WO 330D, WO 570D, and WO 560D
Project Managers, and WO Field BIA Liaison Officer

From: Director, National Human Resources Management Center

Subject: FY 2003 Employee Performance Plan and Results Report
and FY 2004 Individual Training Plans

DD: 11/28/03

This Information Bulletin serves as a reminder that the performance appraisal cycle for Fiscal Year 2003 ends September 30, 2003. It also provides information for submitting completed Employee Performance Plan and Results Reports (EPPRR) and FY2004 Individual Training Plans (ITP).

All supervisors and managers are required to discuss summary ratings with subordinates and submit the ratings to Colleen Noble at NHRMC (HR-220) no later than November 28, 2003. Procedures for completing the EPPRR and the Form DI-2002 are attached.

In addition, managers and supervisors should use this opportunity to discuss employee training needs and to prepare ITPs with their employees. Details regarding this process are attached.

Questions regarding EPPRRs should be directed to Colleen Noble at (303) 236-6690. Questions regarding ITPs should be directed to Teresa Milner at (303) 236-3569.

Please provide copies of this Information Bulletin to your supervisors and administrators.

Signed by:
Greg Graff
Acting Director, NHRMC

Authenticated by:
Luron Porter
Staff Assistant

4 Attachments

- 1 - 2003 Employee Performance Plan and Results Report (EPPRR) Ratings (1 p)
- 2 - EPPRR Form DI-2002 (3 pp)
- 3 - Fiscal Year 2004 Individual Training Plans (3 pp)
- 4 - Training Form Data Entry Form (2 pp)

Distribution
ST-150, BLM Library

2003 Performance Plan and Results Report Ratings (EPPRR)

Please refer to the following procedures in completing the EPPRRs for Fiscal Year 2003 ending September 30, 2003.

1. Use only the Department of Interior Form DI-2002, dated December 1997.
2. Review the established performance plan for each of your employees and any documentation or personal notes you may have kept during the rating period. If applicable, also refer to any written comments you may have received for your employees for specific assignments which may have been prepared by other supervisors.
3. Determine whether the critical results have been accomplished and evaluate how well the employee performed in all three areas of the performance indicators and incorporate that information into the overall rating for each critical result. Rate the employee as either "Achieved" or "Not Achieved" for each critical result.
4. In the event the employee did not have an opportunity to perform a critical result, no rating should be assigned, and the words "Not Rated" should be written on the appropriate line.
5. Assign a summary rating of "Results Achieved" or "Results Not Achieved". A summary rating of "Results Achieved" means the employee has met the performance expectations for each critical result. Narrative comments are not required for a "Results Achieved" rating, but may be included in the space provided on the form.

A summary rating of "Results Not Achieved" means the employee did not meet the performance expectations for one or more critical result(s), which requires written explanation specifically describing the performance deficiencies. **If a rating of "Results Not Achieved" is proposed, contact Holly Boyd at (303) 236-0698 as soon as possible for additional information and assistance prior to completing the draft rating of elements.**

6. Discuss the performance appraisal rating with the employee. After completion of the discussion, Part IV must be signed and dated. If a rating of "Results Achieved" is given, a signature by the reviewing official is not necessary.
7. Send the entire group of completed performance plan reports for employees in your organization to the National Human Resource Management Center, Employee/Labor Relations and Employee Development (HR-220), Attention: Colleen Noble no later than **Friday, November 28, 2003.**



December 1997
U.S. DEPARTMENT OF THE INTERIOR
EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT

Employee's Name:	Rating Period:
Title/Series/Grade:	Bureau/Office:
Duty Location:	Social Security No.:

Part I. PERFORMANCE PLAN	RESULTS (Enter: <i>Achieved or Not Achieved</i>)
CRITICAL RESULTS <i>(List no more than five)</i>	
A.	
B.	
C.	
D.	
E.	

PERFORMANCE INDICATORS. Appraisals should fairly reflect the overall performance of an employee. Performance indicators identify those characteristics (such as quality, teamwork, customer service) that are important to successful performance in each critical result. In appraising an employee's performance, the rating official will carefully review the performance indicators in assessing whether a particular critical result has been achieved by the employee.

Generally, an employee will not be rated as "Results Not Achieved" in the critical result to which a particular performance indicator applies where there is only one failure in that performance indicator. It follows, of course, that a repetition of failures in a single performance indicator can be the basis for a "Results Not Achieved" rating for the critical result if, in the rating official's judgment, the critical result was not met overall. There may be situations where a single, particularly significant failure to maintain the level of performance expected in a particular performance indicator could warrant a determination that the employee will receive a "Results Not Achieved" for the applicable critical result. A significant failure could include, for example, harm to persons or property, a loss of a great amount of money or resources, or a breach of security.

Circle or underline the applicable critical result letter(s).

QUALITY

Apply to Critical Result(s)

Knowledge of Field or Profession: Maintains and demonstrates technical competence and/or expertise in areas of assigned responsibility.	All A B C D E
Accuracy and Thoroughness of Work: Plans, organizes, and executes work logically. Anticipates and analyzes problems clearly and determines appropriate solutions. Work is correct and complete.	All A B C D E
Soundness of Judgment and Decisions: Assesses tasks objectively and researches and documents assignments carefully. Weighs alternative courses of action, considering long and short-term implications. Makes and executes timely decisions.	All A B C D E
Effectiveness of Written Documents: Written work is clear, relevant, concise, well organized, grammatically correct, and appropriate to audience.	All A B C D E
Effectiveness of Communications: Presentation meets objectives, is persuasive, tactful, and appropriate to audience. Demonstrates attention, courtesy, and respect for other points of views.	All A B C D E
Timeliness of Meeting Deadlines: Completes work in accordance with established deadlines.	All A B C D E
Effectiveness of Supervision: Directs and coordinates activities of unit, assuring deadlines are met. Coaches, counsels, develops, and utilizes staff effectively, demonstrating a commitment to the work force.	All A B C D E
Other (specify):	

TEAMWORK

Apply to Critical Result(s):

Participation: Willingly participates in group activities, performing in a thorough and complete fashion. Communicates regularly with team members. Seeks team consensus.	All A B C D E
Team Leadership: Provides encouragement, guidance, and direction to team members as needed. Adjusts style to fit situation.	All A B C D E
Cooperation: Supports team initiatives. Demonstrates respect for team members, accepts the views of others, and actively supports team decisions.	All A B C D E
Other (specify):	

CUSTOMER SERVICE

Apply Critical Result(s):

Quality of Service: Delivers high quality products and service to both external and internal customers. Initiates and responds to suggestion for improving service.	All A B C D E
Timeliness of Service: Delivers high quality products and service, in accordance with time schedules agreed upon with customer.	All A B C D E
Courtesy: Treats external and internal customers with courtesy and respect. Customer satisfaction is high priority.	All A B C D E
Other (specify)	

PART II. PROGRESS REVIEWS: <i>Date of review and initials of employee and Rating Official (R.O.) must also be provided for each below. A summary of comments is optional unless results are not being achieved.</i>	Date: Emp. Initials: R.O. Initials:
	Date: Emp. Initials: R.O. Initials:

PART III. SUMMARY RATING: (Enter: <i>Achieved or Not Achieved</i> on this line) RESULTS <i>Space is provided to summarize the basis for rating given. A "Result Not Achieved" rating requires explanation; if more space is needed, provide additional comments as an attachment.</i>
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PART IV. CERIFICATION: <i>(Employee's signature certifies review and discussion with the Rating Official. It does not necessarily mean that the employee concurs with the information on this form.)</i>			
Performance Plan: <i>(Sign when plan is established)</i>		Summary Rating: <i>(Sign when report is completed)</i>	
Employee:	Date:	Rating Official:	Date:
Rating Official:	Date:	Reviewing Official (Required for summary of "Results Not Achieved")	Date:
Reviewing Official: (When required by Bureau Office)	Date:	Employee:	Date:

Privacy Act Notice: Submission of information is mandatory. Failure to provide information will prohibit data collection required by the Office of Personnel Management.

FISCAL YEAR 2004 INDIVIDUAL TRAINING PLANS

Introduction

As part of this FY03 Performance Appraisal process, supervisors and managers are asked to complete an FY04 Individual Training Plan (ITP) for each employee. This process is logical since during a performance appraisal meeting, the employee is evaluated on the positive aspects of his/her work performance, as well as those areas in which the employee's performance needs to be improved and/or enhanced.

Individual Training Plan

The ITP allows the supervisor and employee to identify the training which best meets the need. This planning promotes better employee development and efficient use of our training dollars. The ITP merely projects the individual training which is identified for FY04. However, it may be modified to meet the changing training needs of the organization.

Training should be prioritized to ensure that the most important developmental needs are provided. If the employee has an Individual Development Plan, it should also be considered when developing the ITP. The priorities for scheduling and funding training are as follows:

1. Training necessary to improve an employee to a "Results Achieved" on his/her critical elements. This training should be documented in the employee's Performance Improvement Plan. Training determined necessary to accomplish satisfactory performance should also be provided.
2. Training necessary to accomplish Annual Work Plan (AWP) objectives.
3. Training necessary to meet the changing needs of the organization.
4. Training projected under a formal training agreement (i.e., upward mobility training plans).
5. Training necessary to enhance employee performance in current job.
6. Other developmental training.

These priorities need to be entered on the training form.

The National Human Resources Management Center (NHRMC), HR-220, is available to provide you with any assistance you may need in locating training courses. Information regarding government, college, and private vendors is available at the NHRMC Training Office. TIC Catalogs and USDA Catalogs have been distributed to your Training Coordinators:

BC- Amy Castelli 6-8857	NI- Linda Graham 6-6965
HR- Luron Porter 6-6503	WO330- Suzanne Rebek 6-2316
WO570- Barbara Guest 6-8915	

Course Nominations

A. National Training Center (NTC)

Information regarding NTC courses was previously sent to each Center by NTC. NTC nominations should be made according to the instructions found at:

<http://www.ntc.blm.gov/courses/enroll.html>

All NTC nominations should be entered on the ITP form so that NHRMC can track nominations throughout the year.

B. DOI University Courses

The Denver Learning Center (DLC) offers courses and training services at no direct cost to all U.S. Department of Interior employees. Support comes from individual Bureaus via the Working Capital Fund. All classes are located at the Denver Learning and Performance Center, 7401 West Mansfield Avenue, D2990. You can read more about DLC and review its course listing by accessing the Internet site at:

<http://www.doi.gov/training>

Beginning October 1, 2002, employees will be required to register themselves for DOI University classes.

C. Computer Courses

Computer courses from the USGS Technology Information Center (TIC) are offered at a cost of \$150 per day. The TIC is located in Building 53 on the Denver Federal Center. To preview what is offered please refer to the TIC Class Schedule from your training coordinator or by accessing them on the web at:

<http://tic.cr.usgs.gov>

Other Vendor Training

By using the internet, you can find almost any course you are interested in at a reasonable price.

Here are some vendors BLM employees frequently use:

<http://managementconcepts.com>

<http://www.skillpath.com/>

<http://www.grad.usda.gov>

<http://www.EXECUTRAIN.com/>

<http://careertrack.com>

Remember that employees need supervisory approval for all training which they plan to attend. An SF-182 (Request, Authorization, Agreement and Certification of Training) must be done for any type of training an employee attends. A copy of each employee's ITP is due to the NHRMC, Attention: Colleen Noble (HR-220) BY CLOSE OF BUSINESS **Friday, November 28, 2003.**

For any assistance regarding this process contact Teresa Milner at (303) 236-3569.

United States Department of the Interior – Bureau of Land Management
INDIVIDUAL TRAINING PLAN DATA ENTRY FORM

Name: _____

Office Code: _____

Position: _____

Series/Grade: _____

Priority	Vendor	Course #	Course Title	Hrs.	Date Start/End	Location	Tuition	Travel	Per Diem

Employee's Signature

Date

Supervisor's Signature

Date

PRIORITIES	
1. Training necessary to improve current employees performance to Results Achieved. 2. Training necessary to accomplish AWP objectives 3. Training necessary to meet the changing needs of the organization.	4. Training projected under a formal training agreement (i.e., upward mobility training plans.) 5. Training necessary to enhance employee performance in current job. 6. Developmental training.